

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: All Interested Candidates
POSITION: Protocol Assistant, FSN-7, FP-7*
OPENING DATE: Monday, October 16, 2006
CLOSING DATE: Monday, October 30, 2006
WORK HOURS: Full-time; 40 hours/week
SALARY: Available upon request from HR
(FP Grade to be confirmed by Washington)
LENGTH OF HIRE: Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nouakchott is seeking an individual for the position of Protocol/Translation Assistant, FSN-7 or FP-7, in the Executive Section.

BASIC FUNCTION OF POSITION

The incumbent maintains the diplomatic and government lists, and assures protocol coordination with regard to correspondence, invitations, appointments and events hosted by, or attended by, the Ambassador. Translates documents such as letters and diplomatic notes from English to French and or/ Arabic, and vice versa, and creates in final format for the Ambassador and, as needed and as time permits, for other officers.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two Year College degree required in Political Science; Law; Journalism or Language
2. A minimum of 2 years of progressively responsible experience in translating.
3. Level IV in English and French and Arabic.
4. Must have a good knowledge of the host country's political and economic institutions, structure and development.
5. Must have a good working knowledge of local protocol and social practices.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- Letter of Application;
- A current resume or curriculum;
- Documentation (e.g., essays, certificates, awards earned) that address the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

The application should be received by the Human Resources Office at the Embassy by close of business on **October 30, 2006**.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
Tel: **525-2660**

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4534 or 4475**
Fax: **525-1592**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service

member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
--Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: October 30, 2006

The US Mission in Nouakchott provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*Drafted: HR:SyAM
Cleared: HR:MGKoutsis; POL:JCMorris
Approved: MGT:JKMadden*